



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
June 19, 2021 * 9:00 am * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Anne Kiraly-Alvarez – President Molly Bathje – Director of Communications Moira Bushell – Director of Finance Christy Rojas – Director of Membership Robin Jones – Interim Secretary George Buckley – Executive Director		Carol Michels – Director of Advocacy
Guests Present		

Topic	Notes	Action Items & Person Responsible
Call to order	Anne called the meeting to order at 9:01am	n/a
Roll call	See members present above	n/a
Approval of minutes	<ul style="list-style-type: none"> <i>Motion to ratify the email approval of April 17, 2021 Executive Board Meeting Minutes. . (MOTION 2021-06-01)</i> 	n/a
Old Business		
Shared Calendar	Verified that everyone had access to the shared calendar. Discussed how to set it up so that you can edit the calendar as well as view it.	
June/July Board Retreat?	Discussed that Minetta has got at least one candidate for each vacant Board position identified. Hope to hold election before mid-July 2021. Discussed holding Board retreat on date of regular meeting in July (July 17 th). This would potentially be an all day in-person meeting to discuss strategic plan, do a SWOT Analysis, etc. We would also hope to invite the recently elected officers to attend.	George-Review election timeline with Minetta
Bylaws Revisions (see document attached)	Comments included ensuring gender neutral language throughout. Several people have sent in comments/suggestions. New positions added over the past few years still need to be added to the Bylaws. Anne verified that everyone was OK with	Anne will continue to work with Bylaws Chair on finalizing for member vote. Will seek

	what has already been communicated to the Bylaws Chair. Discussed format for sharing changes with the membership for approval.	additional person to “review” prior to publishing.																																												
Communication updates	<p>Working on latest issue of the Communique. Should be out in the upcoming weeks. Social Media worked with EI SIS to develop content for a designated “EI Month”. Looking for this to be model for future collaboration with SIS’s. Molly will approach other SIS’s to discuss opportunity. Currently reaching out to OTA Schools in order to attempt to engage the OTAs more in social media but having trouble getting a response. Discussed that “highlighting people” who have become new members (using new member category) has not been successful as they have not responded to outreach.</p> <p>As part of EI Focus there will be an Instagram “Live” event on Wednesday, June 23rd.</p> <p>Molly still working on a policy related to social media posts.</p>	<p>Anyone who has relationship with OTA schools please let Molly know.</p> <p>George will review new member list and send Molly anyone who is new so she can reach out to them.</p>																																												
Finance Report	<table border="1"> <thead> <tr> <th>Income</th> <th>YTD</th> <th>Budget</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td>51992</td> <td>60000</td> <td>-8008</td> </tr> <tr> <td>CE</td> <td>19330</td> <td>35000</td> <td>-15670</td> </tr> <tr> <td>Conference</td> <td>27613</td> <td>20000</td> <td>7613</td> </tr> <tr> <td>Other</td> <td>1680.28</td> <td>6300</td> <td>-4619.72</td> </tr> <tr> <td>Total</td> <td>100615.28</td> <td>121300</td> <td>-20684.72</td> </tr> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>Operating</td> <td>83117.39</td> <td>113800</td> <td>-30682.61</td> </tr> <tr> <td>Direct Costs</td> <td>10682.88</td> <td>29000</td> <td>-18317.12</td> </tr> <tr> <td>Total</td> <td>93800.27</td> <td>142800</td> <td>-48999.73</td> </tr> <tr> <td>Net Income</td> <td>\$6,815.01</td> <td>-\$21,500.00</td> <td>\$28,315.01</td> </tr> </tbody> </table> <p>Bank Account Balance as of 6/15/21 Checking \$42,896.85 Debit \$3,755.29 Total \$46,652.14</p>	Income	YTD	Budget	Difference	Membership	51992	60000	-8008	CE	19330	35000	-15670	Conference	27613	20000	7613	Other	1680.28	6300	-4619.72	Total	100615.28	121300	-20684.72	Expenses				Operating	83117.39	113800	-30682.61	Direct Costs	10682.88	29000	-18317.12	Total	93800.27	142800	-48999.73	Net Income	\$6,815.01	-\$21,500.00	\$28,315.01	
Income	YTD	Budget	Difference																																											
Membership	51992	60000	-8008																																											
CE	19330	35000	-15670																																											
Conference	27613	20000	7613																																											
Other	1680.28	6300	-4619.72																																											
Total	100615.28	121300	-20684.72																																											
Expenses																																														
Operating	83117.39	113800	-30682.61																																											
Direct Costs	10682.88	29000	-18317.12																																											
Total	93800.27	142800	-48999.73																																											
Net Income	\$6,815.01	-\$21,500.00	\$28,315.01																																											

2021-22 Budget Update	Has received some budget requests. Leadership Development Committee has put in a request for \$3500 to do an event. Some additional costs could be incurred if it is an in-person event vs virtual. Offered “Free” to mentees/mentors and fee for others to attend. Discussed best approach for addressing this request and looking at lower cost options. Aiming to have a draft of the budget for July meeting. Anne discussed plans for Community Outreach Committee to develop videos and other materials to share information about “Being an OT” to use at events. Modeled after the AOTA video but to feature Illinois OT’s and greater diversity.	Exec. Board members to send any budget requests in ASAP.
2021 Conference Update	Waiting on some final proposal reviews from reviewers and will then begin the process of notifying the speakers. Has been working to do outreach to the sponsors through various committee members. Will need a new Conference Chair for 2022 as well as co-chairs. Looking to transition more tasks over to the ILOTA ED as well moving forward.	All Board members to assist in recruitment of Conference Chair and Co-Chairs for 2022.
2021-22 Membership Dues Donation – Fran Ingram	Two memberships donated for the New Grad membership category. Discussed ways to solicit participants to participate in the new category to be considered for the free membership.	
Advocacy Update	No information available.	
Membership updates	Membership type	June (06/19/21)
	Admin	4
	OT	429

	OT Monthly	61		
	OT New Practitioner	4		
	OTA	61		
	OTA monthly	11		
	OTA New Practitioner	4		
	Student	460		
	Retiree	9		
	Multistate	14		
	Honorary Lifetime	3		
	TOTAL	1060		
	Difference	12		
New Member engagement	Discussed need to develop a plan for engagement with new members in the first months of their membership. George and Christy will look at what other states do in this area and put a plan together.			George and Christy review other states to see if there are strategies ILOTA could adopt
Secretary updates	Reminder for people to send their agenda items to Robin before each meeting and in response to requests.			All Exec. Brd Members to submit agenda items in timely manner.
Other?	<p>AOTA is in the process of looking at the relationship/affiliation between State OT Associations and AOTA. AOTA has hired a consultant organization to conduct a full review of the State Association Affiliation. Anne has volunteered ILOTA to participate in the review (membership data, leadership, etc.)</p> <p>Website Update: Narrowed the template choices down. Having a meeting on Monday to discuss the ILOTA site transition with website developers. Aiming to have new site in place sometime in August which will position well for Conference, etc.</p>			
Adjournment	Motion was made to adjourn the meeting at 10:07am (MOTION 2021-06-02)			